

CLOSE OUT CHECKLIST

RECIPIENT: The Hopi Tribe

✓ PO Cert
 ✓ M/WBE
 ✓ Final FFR

ASSISTANCE NO.: FS-98969501

1. Date Close Out Certification sent electronically to PO: 2/20/13 (Always send with return receipt)
 (Send within 90 days of grant expiration per the Closeout Policy. Enter 'RP' code into Post-Award Database)

Date PO response required: 3/20/13 Response received: 4/29/13

Date second request sent to PO with appropriate copies, if applicable: _____

2. Financial Closeout completed by LVFC: 4/2/13 Date GS reviewed: 4/18/13
 (Print FDW page with closeout LVFC closeout date. LVFC enters Code 'RA' into IGMS Post-Award Database)

Date FFR (copy) sent to Project Officer: _____
 (If "F" funds, "cc" Martha Vega, WST-2)

3. Is the approved negotiated indirect cost rate used for the applicable period? N/A ☒ Yes ☐ No ☐

Is the Federal share of indirect costs applied correctly? N/A ☒ Yes ☐ No ☐

Comments: 12/2

4. Is there a maintenance of effort (MOE) requirement for this assistance program? N/A ☒ Yes ☐ No ☐

If yes, does the non-Federal share reflected on the FFR meet the required MOE? Yes ☐ No ☐

Explanation: _____

AIR 105 ONLY (questions 5 & 6)

5. Are the actual **NON-FEDERAL** expenditures per the final FFR less than the budgeted **NON-FEDERAL** expenditures reflected in the latest assistance agreements? Yes ☐ No ☒

If yes, did the recipient certify that supplanting did not occur?

Explanation: _____

6. Are the ANTICIPATED **NON-FEDERAL** non-recurrent expenditures that were shown in the recipient's application and approved on the award AND the ACTUAL **NON-FEDERAL** non-recurrent expenditures per the final FFR the same? Yes ☐ No ☒

If no, explain: _____

7. Date final MBE/WBE Utilization Report received in GMO: 4/5/13 (Must receive the final MBE/WBE Report to closeout grant)

8. Other Reports, if applicable:

Federally Owned Property Report: NA

(date received)

Invention Disclosure Report: NA

(date received)

9. Special Lobbying Certification received:
(Only grants funded FY2000-2006 if applicable)

NA ☒ Yes ☐ No ☐

10. Have all administrative terms and conditions been met?

Yes ☒ No ☐

If no, specify action(s) needed: _____

11. Date EOY Evaluation/Final Report received: 4/29/13

12. Superfund & Audit has been issued: N/A ☒ Yes ☐ No ☐ Date _____

SRF Only Audit findings resolved: N/A ☒ Yes ☐ No ☐ Date _____

13. Date grant file closed: 5/8/13

(Enter Code 'FC' and date)

Date entered into IGMS: 5/8/13

5/9/2013
email

14. Date PO notified of close out via email with return receipt: 5/9/13

(Print return receipt for file)

REVIEWER

Vernese Ghafson

DATE

5/9/2013

G:\user\share\MTS7\FORMS\Closeout Checklist 2010
Revised 3/2/10

4/2/13 Need revised FFR
4/24/13 Fed share off

Carrie Saeava

5/1/13

• revenue mis posted, repost correctly and resubmit
See email follow up received by Ann (prompted by my phone call)
123,254.72 reported
123,254.66 adjusted to reflect



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION IX
75 Hawthorne Street
San Francisco, CA 94105

MEMORANDUM

DATE: February 20, 2013
SUBJECT: Grant File Closeout Certification
FROM: Vernese Gholson, Grants Specialist, MTS-7
TO: Bessie Lee, Project Officer, WTR-6
GRANT NUMBER: FS-98969501
RECIPIENT: The Hopi Tribe
PROGRAM: DRINKING WATER INFRASTRUCTURE TRIBAL SET-ASIDE
BUDGET/PROJECT PERIOD: 10/01/2000 – 12/31/20012
Due Date: March 20, 2013

A copy of the final FFR will be forwarded to you via email by LVFC once received.

Closeout procedures require you to complete and submit this **CLOSE-OUT CERTIFICATION**, and a copy of the **END-OF-YEAR-EVALUATION**, as applicable, for the Official Grant File.

Please complete this memorandum and EMAIL it to me by the due date above. If you have any questions, please contact me at 7-4200.

Thank you for your cooperation in this matter.

PLEASE COMPLETE THE FOLLOWING GRANT FILE CLOSEOUT CERTIFICATION

INSTRUCTIONS:

- ====> PLEASE REVIEW THE FINAL FSR, IF APPLICABLE**
- ====> CHECK ONE OPTION UNDER EACH NUMBER**
- ====> DATE AND EMAIL ENTIRE FORM TO GRANTS SPECIALIST**

1. (X) All programmatic conditions listed in grant award have been met, as applicable.
() All programmatic conditions have not been met. The following actions will be taken:
2. (X) Work plan requirements have been met and close-out should proceed.
Date of Acceptance: {April 29, 2013}

() Workplan requirements have not been met.

☐ EPA and the recipient have negotiated a resolution of the issues. Closeout may proceed.

☐ Close-out may not proceed until (explain what is needed):

3. ☐ End-of-Year Evaluation (sent copy to GMO on { }).

☒ Final performance or progress report has been submitted by recipient, reviewed and accepted by the project officer on (Date: April 29, 2013). A copy of the final performance/progress report will be retained in the official program grant file.

☐ Other (please explain):

4. Did EPA authorize any equipment to be purchased by the recipient which, as of the grant expiration date, has a current fair market value in excess of \$5,000 per unit? OR, any supplies with an aggregate value of \$5,000 or more?

☐ Yes

☒ No

5. If yes, please check one of the following disposal options:

☐ There recipient is a State agency and may manage and dispose of equipment and/or aggregate supplies having a value of \$5,000 or more acquired under this Assistance Agreement in accordance with State laws and procedures. The recipient may continue to use the equipment and/or aggregate supplies having a value of \$5,000 or more in the project or program for which it was acquired as long as needed.

☐ The recipient may continue to use the equipment and/or aggregate supplies having a value of \$5,000 or more for other activities currently or previously supported by a Federal Agency.

☐ Because this is a Superfund project and the equipment and/or aggregate supplies having a value of \$5,000 or more is no longer needed, I have discussed disposal options with the recipient per 40 CFR 35.6345. Cite recommended action:

Bessie Lee on 29 April 2013

(Name & Date Completed by Project Officer)